

theResource

Volume 1, Issue 21, March 2014

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/theresource>



Part of the [Higher Education Commons](#), and the [Human Resources Management Commons](#)

Recommended Citation

"theResource" (2014). *theResource*. 17.

<https://digitalcommons.georgiasouthern.edu/theresource/17>

This newsletter is brought to you for free and open access by the Human Resources at Digital Commons@Georgia Southern. It has been accepted for inclusion in theResource by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.



theResource

VOLUME 1, ISSUE 21

MARCH 2014

INSIDE THIS ISSUE:

Performance Evaluations	2
Training Opportunities	3
Class. & Comp. Update	4
Retirees Recognition Ceremony	4
Personnel Action Form & PPGRA Training	4
Summer Student Employment Job Fair	5
-Feedback from hiring managers.	
Interviewing Student Employees	6
Student Employment Week	6
Elements of the Job Posting	7
Who's Next In Line? Succession Planning	7
Congratulations!	8
-Management Training Series Graduates	
-University faculty & staff for the great compliance completion rate.	
Eagle Perks	8
Staff Council Newsletter	9

From the CHRO's Nest:

The month of April is a few days away and there are three things we can count on: 1. spring has sprung; 2. the pollen count is as high as ever and we all seem to drive green cars; and 3. it's performance evaluation time!

Included in the latest edition of our newsletter is a detailed explanation of the performance management process supervisors must follow in order to complete the state-wide annual requirement of evaluating each and every employee. The goal of any performance evaluation process is to open communication between the supervisor and the employee regarding expectations of the job, career pathing opportunities, overall past success in the position, and setting goals for next year.

The recently approved USG institution tobacco-free policy will present many challenges for Georgia Southern employees. We are presently waiting for more definitive information from the Board before we can create our own unique policy. More news to come in our next issue.

On April 3, 48 faculty and staff retirees will be honored at our Builders of the University Terrace. It is always a festive occasion and I hope you'll be able to join us at the Wall for the one hour ceremony to honor our dedicated employees.

Human Resources will again be hosting a Summer Student Employment Job Fair at the Russell Union Ballroom. You will actually be able to meet and interview students on April 1 and make your selections for summer employment and for the fall semester. Hundreds of students attend the fair with resumes in hand and are eager to find summer jobs. Preference will be given to those students who are enrolled in summer school.

Thank you for your continued interest in our newsletter!

Paul Michaud

Associate Vice President for Human Resources

Performance Evaluation Rating Guide

Exceeds

Please use this rating for employees that go above and beyond their standard job duties and responsibilities.

Please remember to use this rating with care. It takes a true stand-out.

Satisfactory/Commendable

Please use this rating for employees that are doing well and meeting job expectations.

Do not think that because this rating is not at the top of the list, the employee is not doing a good job.

Needs

Improvement

Please use this rating for employees who have minor issues or complications in the performance of their duties and responsibilities.

Unsatisfactory

Please use this rating for employees that are exhibiting poor performance and need a great deal of improvement.

Annual Performance Evaluations

According to BOR policy, University System of Georgia employees shall be evaluated by their supervisor on an annual basis. Additionally, an employee in his or her provisional period should be evaluated at least once prior to the completion of the provisional period.

The performance evaluation process is an opportunity to guide staff development. Done effectively, performance evaluation builds communication between supervisors and staff, and creates a link between individual and institutional goals, and serves as a guide for continuous improvement and continuous learning.

All annual performance evaluations are to be submitted electronically to Human Resources no later than **April 30, 2014**. Please visit the performance evaluation website located on the Human Resources web page to view FAQ's and instructions on accessing the evaluation system at jobs.georgiasouthern.edu/odl/evaluation.

The performance evaluation system has not changed from last year, please follow the same instructions as the past few years.

Helpful Tips:

- Annual Performance Evaluations are due **Wednesday, April 30, 2014**.
- All users must have a PeopleAdmin account in order to be evaluated or start an evaluation. If not, a person can create an account by selecting "Create User Account" on the PeopleAdmin page.
- If one of your employees does not appear under your evaluation list, ensure that he/she has created a PeopleAdmin account.
- If the Supervisor already has a PeopleAdmin account and cannot see the evaluation options, please make sure to change the User Type in the system to "Employee" or "Evaluation Manager". Otherwise, you will not see the Evaluation Features.
- If an employee has changed departments or managers during this past year, please complete the Account Authorization form (see link below).

Evaluation Process:

1. Evaluation Manager- Starts evaluation and completes/saves the evaluation. It is then submitted to Employee.
2. Face-to-face meeting is required at this time.
3. Employee- Types in their comments and submits back to Evaluation Manager.
4. Evaluation Manager- Submits electronic evaluation to Human Resources in PeopleAdmin.

Click on the following link to access the Performance login page: <https://employment.georgiasouthern.edu/userfiles/jsp/shared/frameset/Frameset.jsp>.

Troubleshooting:

- ◆ What if I cannot remember my username or password?

Contact Human Resources at 478-5468 or Jeff Laws at 478-7120.

- ◆ What if I cannot see my employee's name?

First check if they have created a PeopleAdmin account, otherwise contact Rieshawn Williams at 478-7158 or Jeff Laws at 478-7120.

There is a list of FAQ's on the HR website at <http://jobs.georgiasouthern.edu/odl/evaluation/faq>

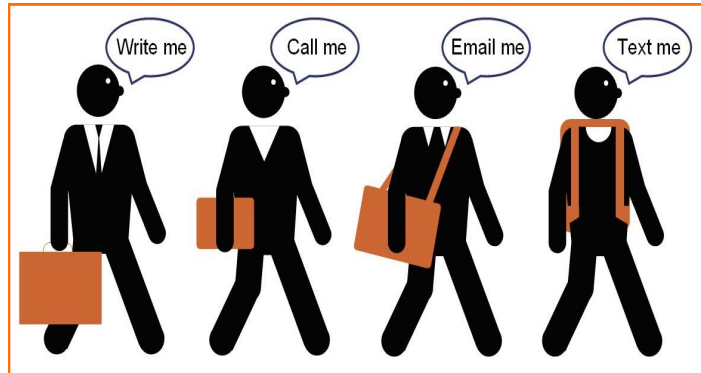
Training Opportunities

Generations in the Workplace

One generation in the workplace can be a lot to handle. But four all at one time?

Generations in the Workplace is a course designed to teach you how to work with employees from other generations. We will discuss background information that will explain what is important to each generation and the factors that have shaped each generation into who they are today.

This session will be held on April 14 from 10:00-11:30 am in the Human Resources Training Room.



Sign up at training.georgiasouthern.edu.

Health, Wealth, and a Confident Retirement

Are you feeling confident about your retirement? With the markets and economy consistently changing, you may feel less than confident about reaching your retirement goals. This seminar will offer tips and strategies that can help you:

- plan to bring your retirement dreams and goals more within reach;
- help you prioritize your retirement saving and spending plans to address what is most important to you; and
- identify risks that could throw your retirement plans off-track.



This informational seminar, presented by Ronald A. Washburn, CFP, will be offered on April 23 from 4:00-5:00 pm in Continuing Education Room 2904.

To register, visit training.georgiasouthern.edu.

Let's Talk Money: Young Adults

Taught by a Wells Fargo representative, this course will teach young adults how to navigate in the current economy, the basics of money management, and why it is so important to have a spending plan. In addition, you can learn about credit, student loans, and how to protect yourself from identity theft.

It is never too early or too late to learn the best practices for managing your personal finances. This course is intended to help employees become more efficient with their money and investments. Join us from 2:00-3:00 pm on April 17 in Russell Union Room 2047-A.

Please sign up at training.georgiasouthern.edu.



More Training Opportunities:

Personnel Action Form Training

Each session will be held in the Human Resources Training Room from 9:00 to 10:30 am.

- April 16
- May 14

Sign up at training.georgiasouthern.edu.

PPGRA Training

Each session will cover the following actions of PPGRA appointments:

- Reviewing
- Adding
- Editing
- Approving

Each session will be held in the Human Resources Training Room.

- April 23
9:00-10:30 am
- April 25
2:00-3:30 pm

To sign up for either of these sessions, please visit training.georgiasouthern.edu.

Classification and Compensation Update

Karol is still content and productive in her new position now that she has been properly classified and understands the classification changes that will be coming through her company. She did, however, miss the two-day Compensation Basics course that was offered through her HR department because of a project on which she was working. After contacting HR, she was told that the course would be offered again and she was more than welcome to attend. She made a mental note to keep her calendar as free as possible so that she wouldn't miss the next course.

Although inspired in part by a true incident, the preceding story is fictional and does not depict any actual person or event.

The Office of Compensation & Classification will be offering the Classifying Compensation course again soon. Look for information and dates for the next two-day session.

In the meantime, if you have any questions or concerns, feel free to contact the Office of Compensation & Classification. Call 8-5374, or email fernillidge@georgiasouthern.edu.

Stay tuned for the ongoing workplace adventures of Karol in the Resource.

Retirees Recognition Ceremony

Georgia Southern University's annual Retirees Recognition Ceremony is scheduled for Thursday, April 3, 2014, at 10:30 am at the Builders of the University Terrace. In the event of rain, the ceremony will be held at the Williams Center Multi-Purpose Room.

The ceremony will honor faculty and staff who retired after the 2013 ceremony, and those who have announced their retirement in 2014. All faculty and staff are invited to attend.

The following individuals will be recognized at this year's ceremony:

Ms. Rebecca Avant
Mr. Charles Bacon, Sr
Mr. Sam Baker
Mr. James Blount
Mr. Robert L Boone
Mr. Dennis Brannen
Dr. Randal D. Carlson
Ms. Jane M Cason
Mrs. Julie A Churney*
Dr. Kenneth Clark
Dr. Jonathan Copeland
Mr. Pete Davis
Mrs. Linda G Dyches
Ms. Mary L Egger
Dr. Henry A Eisenhower
Dr. Donna K Fisher
Mr. James Harbour

Dr. Robert Hattaway
Dr. John B Hawkins
Ms. Carolyn P Johnson
Ms. Vicki King
Ms. Lisa H Kingery
Dr. Clara Krug
Dr. Margaret LaMontagne
Mr. Billy Lane
Mrs. Patricia Lanier
Dr. John T Lloyd
Dr. M. Jill Lockwood
Ms. Gloria W Martin
Dr. Bruce McLean
Mrs. Teresa Mock
Mrs. Judy Parks-Connelly
Mr. Ray Phillips
Dr. Donald Rakestraw

Dr. Judith L Repman
Mr. Andrew Rivers
Ms. Betty J Robbins
Ms. Grace Shannon
Mr. Tex Sheffield
Dr. Francois D Song
Mr. Raymond Stephens*
Ms. Linda Tyler
Mrs. Lanell Van Landingham
Mr. Carey Watkins, Sr.
Ms. Annette Williams
Dr. Danette Wood
Mr. Charles Wray
Dr. Harry R Wright, Jr

**Posthumously*

Please join us to honor and thank these folks for all they have done for the University!

Summer 2014 Student Employment Job Fair

The Summer 2014 Student Employment Job Fair is scheduled for April 1, 2014, at 9 am in the Russell Union Ballroom. The Student Employment Center strongly encourages departments to attend the event and hire students that are seeking work during the summer semester. As with past job fairs, we have interview rooms available for hiring managers to interview students. **Departments are asked to give preference to students enrolled in summer school, but any enrolled student is eligible for employment.**

This is a great opportunity for hiring managers to select student employees on the spot instead of perusing hundreds of applications and resumes. Contact Rieshawn Williams at rwilliams@georgiasouthern.edu or (912)478-7158 if you have any questions or concerns.

What are hiring managers saying about our Student Employment Job Fairs?

Jody Rushing
Administrative Assistant
Health and Kinesiology

I have had the opportunity to attend two of the Student Employment Job Fairs over the past years. Being able to meet students from all majors looking for work gives me the chance to see them in a different light. Students are around others and in a busy environment. I am able to get an idea if the student will be a good fit for the department. While the timing of the event comes at a busy time, it is very important to find student employees. It is much easier and faster to go to the Job Fair and meet the students then to go through the posting process. I have been extremely lucky during these job fairs that I have hired two individuals who are still with me today. I truly appreciate the work that the Student Employment Center staff have done for me over the past years.

Juanita Smith
Box Office Manager
Performing Arts Center

The PAC staff is so pleased with our new hire from the Spring 2014 Job Fair! As a new hiring manager, I found that accessing a wide variety of students at the job fair streamlined the advertising aspect of hiring which saved me time and allowed me to focus on what we needed in our new student worker. Our department benefited from this set up because it exposed us to ambitious and put-together students from all different majors to find the best candidate, not just the closest. This variety helps our department get different perspectives from a wide array of students. I also found the job fair provided me a nice framework for hiring student workers. The context of meeting the students in close proximity to each other really makes top candidates stand out. The job fair also considered and provided for many different hiring potentials by providing us tables, interview rooms and the all important coffee! We definitely plan on using the job fair in the future for hiring but that won't be for a while because we plan on keeping our student hire that we found at the last job fair for a long time!

Natadra T. Barr, Auxiliary Operations Coordinator
University Housing - Residential and Auxiliary Facilities

I love attending the Student Employment Job Fairs because it gives employers a chance to interact with potential employees. It gives students a chance to ask questions that they usually can't get answers to without playing phone tag or email tag with staff members. It also allows front line staff like myself a chance to explain to students what my department has to offer. I too was a student employee so I can tell from a firsthand experience that working as a student employee is not just a job, it's a stepping stone for bigger employment opportunities. Potential employees may look into your work experience as a student and use that to hire you as a full time employee.

Housing is a big supporter of the job fairs because we hire so many students annually; we use this as an opportunity to get our name out there. Other departments on campus should use the job fairs as a chance to give students a glimpse into their department. Not many students know that housing offers other positions besides a Community Leader; attending the job fair gives us a chance to tell about office assistant positions, night custodian positions, and our delivery worker positions, just to name a few. I encourage all departments that employ student workers to attend the job fair at least once just to get an understanding of how enjoyable it is!!!!

Clay Cotham
Phonathon Coordinator
Annual Giving

Annual Giving makes it a priority to attend the student employment job fair each semester. The job fair gives us a great opportunity to interact with potential employees. We have attracted a number of students to our application process after meeting and talking with them. The events allow us to promote our program and the work we do, as well. I feel it is important for campus departments to attend the job fairs to assist students in finding on-campus employment. We appreciate the chance to participate through Human Resources and the Student Employment Center.

Mike Czech
Assistant Director/Tutor Coordinator- Academic Success Center
Georgia Southern University

I always look forward to participating in the Student Employment Job Fair because I get to meet some great students who are excellent candidates for peer tutor positions at the Academic Success Center. At every Student Employment Job Fair I have attended, I have met various students who I followed up with and hired during subsequent semesters. Also, it is always nice to see Demetrius Bynes, Rieshawn Williams, and Kyle Herman from the Human Resources department who are at the Student Employment Job Fairs to help organize everything. They have been great to work with and an invaluable asset to my being able to hire students, as I have appreciated their help and support throughout the years.

By the Numbers!

Our current workforce is composed of:

5%
Traditionalists

38%
Baby Boomers

32%
Generation X

25%
Millennials

Percentage of generations that interact with hiring organizations through social media:

25%
Millennials

19%
Generation X

16%
Baby Boomers

Millennial numbers:

75%
Of Millennials link their identity with their career.

90%
Of Millennials use Facebook as part of their job search.

Sarah White & Associates survey from the March issue of the *HR Magazine*.

Interviewing Student Employees

Finding a student employee can be a daunting task considering the number of applicants who may apply to your job opening. The Student Employment Center can help alleviate this with supplemental questions that will automatically screen out applicants based upon their responses.

However, questions must be within reason. Questions such as "do you have a 3.0 GPA?" or "are you a junior or senior?" will not be considered. Nor will questions asking for completion of coursework or certifications if they have no bearing on the job to be performed. For example, hiring managers should not request that the successful candidate be A+ certified if the position only provides general administrative support.

At this point, you may be asking yourself what questions can you ask. Examples include:

1. Are you available to work one of the following shifts? Please indicate which one.
2. Have you completed "X course" with a grade of "B" or higher?
3. Do you have knowledge of "software name or programming language"?
4. Describe how you would "handle a situation"?
5. Do you have a "X certification"?



This is not an all-inclusive list, but it should give you a general idea of what constitutes good supplemental questions.

Please contact Kyle Herman at 478-7159 with questions or concerns.

Student Employment Week

Student Employment Week will be celebrated from April 14-18, 2014. Please join us as we celebrate the accomplishments of our student employees. Student-centered events held during this week include:

- **Monday** - Stand Up Comedy, April 14th
5:00 - 6:00 pm, Williams Center - Multipurpose Room
- **Tuesday** - Time Management Class, April 15th
5:00 - 6:00 pm, Russell Union - Room 2044
- **Wednesday** - Student Appreciation Day, April 16th
11:00 am - 2:00 pm, Russell Union - Rotunda
- **Thursday** - Let's Talk Money, April 17th
5:00 - 6:15 pm, Russell Union - Room 2047A



Contact Kyle Herman at 478-7159 with any questions or concerns.

Elements of the Job Posting

One of the most critical elements in successfully recruiting for a vacant position is an enticing well written, clear and concise job posting, complete with the position summary (i.e.-a summary of the most essential duties of the job), minimum qualifications, and the application deadline date.

As stated earlier the position summary summarizes and not lists every single task the incumbent in the position carries out to fulfill the requirements of the job. The summary, while not including every detail of the position, should be clearly stated for all viewers and deplete of verbosity. The reader should be able to first understand the ad and consequently grasp the essence of the position and how its functions fit within the strategic goals of the department and the University. The reader should be able to glean from it the hiring department, work hours (i.e., full or part time), and conditions under which the job is performed.

The minimum requirements of the position should clearly state the education and experience, in addition to the knowledge, skills and abilities a person must possess to qualify for the position. In some instances such experience can logically substitute for education and vice versa, these clauses are also listed in the minimum qualifications.

Some hiring managers include preferred qualifications in ads. These qualifications are not requirements, but are additional knowledge skills and abilities beyond minimum qualifications and what hiring managers ultimately seek in an incumbent. Hiring managers do not initially screen applicants based on preferred qualifications. Preferred qualifications come into play for applicants whose qualifications meet and surpass the minimum requirements and are in essence a match for the hiring manager's preferences.

Finally, the reader must be informed of the recruitment period (including application deadlines) and the application process. Other mandatory elements of the job posting are ADA, Equal Employment Opportunity and Affirmative Action compliance clauses. Contact Nancy Whitfield at 478-0628 with any questions or concerns.

Who's next in line? Succession Planning

What happens if a key employee decides to retire or resigns? Oftentimes, departments are faced with this very situation. Succession planning will aid a department in continuing fulfilling its mission and goals without interruption. What is succession planning? "Succession planning acknowledges that staff will not be with an organization indefinitely and it provides a plan process for addressing the change that will occur when they leave" (HR Council). Normally, succession planning is focused on senior management, or executive director. However, all key positions should be included in the plan. Key positions can be defined as those positions that are central for the operation of the department and because the skill and/or experience will be hard to replace. For a department to create an effective succession plan, the short term and long term goals for the area will need to be established.

Good practice for succession planning includes nurturing and developing employees within the organization. Developing an employee may include assignments to special projects, leadership role, internal and external training and development opportunities, and a lateral move. A lateral move is where an employee transition into new positions with same salary and similar title but with different responsibilities. This will allow employee to gain new knowledge and skill.

A benefit of succession planning is retention of superior employees. An employee will appreciate the time, attention and development that you are investing in them. Also, employees will become motivated and engaged because the career path that's become visible to them within the organization.



For more information about succession planning, contact the Department of Human Resources at (912) 478-5468.

Congratulations

to our most recent Management Training Series graduates!

- Sheila Porter
- Peyton Fuller
- Lakesha Hill
- Amy Taulbee
- Kelly Gagel
- Ellen Bunch
- Tren Brunson
- Vicki Swan
- Marnette Reid
- Hilda Hendrix
- Saderrick Johnson
- John Tucker



We greatly appreciate the flexibility shown by these employees during the period of inclement weather.



The Department of Human Resources would like to thank the University faculty and staff for such diligence in completing the compliance courses.

We are very pleased to report a 99% completion rate to the USG.



As we transition into warmer temperatures, please remember to check the Eagle Perks page when planning your vacation!



jobs.georgiasouthern.edu/facultystaff/perks



Staff Council Newsletter

Monthly Staff Council Meetings

March 21
April 18
May 16
June 20

All meetings are held in the President's Conference Room at 8:30 a.m.

UPCOMING EVENTS

March 25-27

Random Acts of Kindness Recognition Week

March 24-April 4

Staff Council Nomination Period for At-Large Members

April 7-11

Voting Period to elect new Council Members

May 15

Staff Council Picnic

- Food, Fellowship and Fun!
- Be sure to bring a canned good!
- Great items will be given out during a raffle!!!!

Visit georgiasouthern.edu/staffcouncil for more information on upcoming events.

Staff Council Reps

- Marc A. "Bo" Galvin, Chair
- Kendria Lee, Chair-Elect
- Pattie Beblowski, Past-Chair
- Lisa Bridges, Secretary
- Theresa Duggar, Parliamentarian
- Heidi Harsha, Treasurer
- Dwayne Blizzard
- Debbie Tyson
- Will Avra
- Kristine Yager-Rushton
- Patrick Robertson
- Christopher McBride
- Michele Martin
- Tifani Pool
- Brenda Aytes
- Karen Nunnally
- Maya Mirzoeva
- Suzanne Tatum
- Nikki Collins
- Paul Michaud, Advisor



Highlights

Accomplishments

Committees

Our Mission & Purpose

The purpose of Staff Council is to serve as the representative body for all staff employees at the University. The Council strives to be a voice in decision making on matters that concern staff. Staff Council works to ensure that staff employees work in a positive, respectful atmosphere with opportunities for their own professional and personal growth and development while supporting the mission of Georgia Southern University.

Staff Council Accomplishments

- Active Staff Council Representation on many campus committees
- Conducted the 3rd Annual Eagle Warm Clothing Drive
 - Collected over 650 cold weather items
 - Donated remaining items to Safe Haven Women's Shelter
- Hosted 2014 Service and Merit Awards Ceremony
 - Recognized over 190 Staff Members for years of Service
 - Honored 8 Staff Members with the Merit Award of Excellence
 - America Minc, Campus Recreation and Intramurals
 - Jaynie Gaskin, Geology and Geography
 - Jeff Blythe, Athletics
 - Jesse Hopkins, Residential Facilities
 - Joshua Williams, CEIT
 - Lynn Reaves, Student Leadership
 - Sara Bailey, Resident Life
 - Valerie Kasay, Center for Academic Technology Support
- Contributed to the Staff Council Foundation Account to support the Staff Council Book Award and also Dependent Scholarship
- Participated in Random Acts of Kindness Month (2014) to honor over 70 Staff Members on campus for their hard work and dedication

Committees

- By-laws
- Technology and Communications
- Employee Engagement
- Fundraising, Outreach and Scholarship
- Employee Wellness
- Nominating

Please contact Staff council at staffcouncil@georgiasouthern.edu if you have any questions.